

**Asset Management**

Form View

Records: 3

Sorted

Info
Close
View As Form
View As List
Reports
New Record
Delete Record
Find Record
Your Own Button
Your Own Button

Asset		Assignment	
<b>Asset ID</b> 3		<b>Assigned To</b> Darren Smith	
<b>Computer Item</b> 486/50	<b>Serial No.</b> 3939382	<b>Location</b> M-S 723	
<b>Office Furniture Category</b>	<b>Picture</b>	<b>Date</b> 03/26/94	

Acquisition		Depreciation	
<b>Purchased From</b> The Computers Shop		<b>Depreciation Life (years)</b> 5	<b>Remaining Life (years)</b> 0.0
<b>Date Purchased</b> 03/22/94	<b>Date Placed in Service</b> 03/26/94	<b>Cost</b> \$150,000	<b>Book Value</b> \$0
		<b>Depreciation</b> \$150,000	

100
Browse

Fig. 1

**Asset Management**

Depreciatio...

Pages: 1

Script:

**Continue**

**Cancel**

Item	Model	Serial Number	Dep. Life	Rem. Life	Cost	Book Value	Deprec.
<b>Office Furniture</b>					<b>\$150,550</b>	<b>\$0</b>	<b>\$150,550</b>
Computer	486/50	3939382	5	0.0	\$150,000	\$0	\$150,000
Office Chair	Posture Special	3343	4	0.0	\$275	\$0	\$275
Office Chair	Posture Special	3344	4	0.0	\$275	\$0	\$275
<b>Grand Totals:</b>					<b>\$150,550</b>	<b>\$0</b>	<b>\$150,550</b>

100 Preview

**Fig. 2**

**Asset Management**

Depreciatio...

Layouts: 7

Field...

Part

**Info** **Close** **View As Form** **View As List** **Reports** **Your Own Button**

Item	Model	Serial Number	Dep. Life	Rem. Life	Cost	Book Value	Deprec.
<b>Category</b>					<b>Total Cost</b>	<b>Book Val</b>	<b>Total Dep</b>
Item	Model	Serial Num	Dep. Life	ning Life	Cost	Book Value	Depreciation
<b>Grand Totals:</b>					<b>Total Cost</b>	<b>Book Val</b>	<b>Total Dep</b>

Page 11

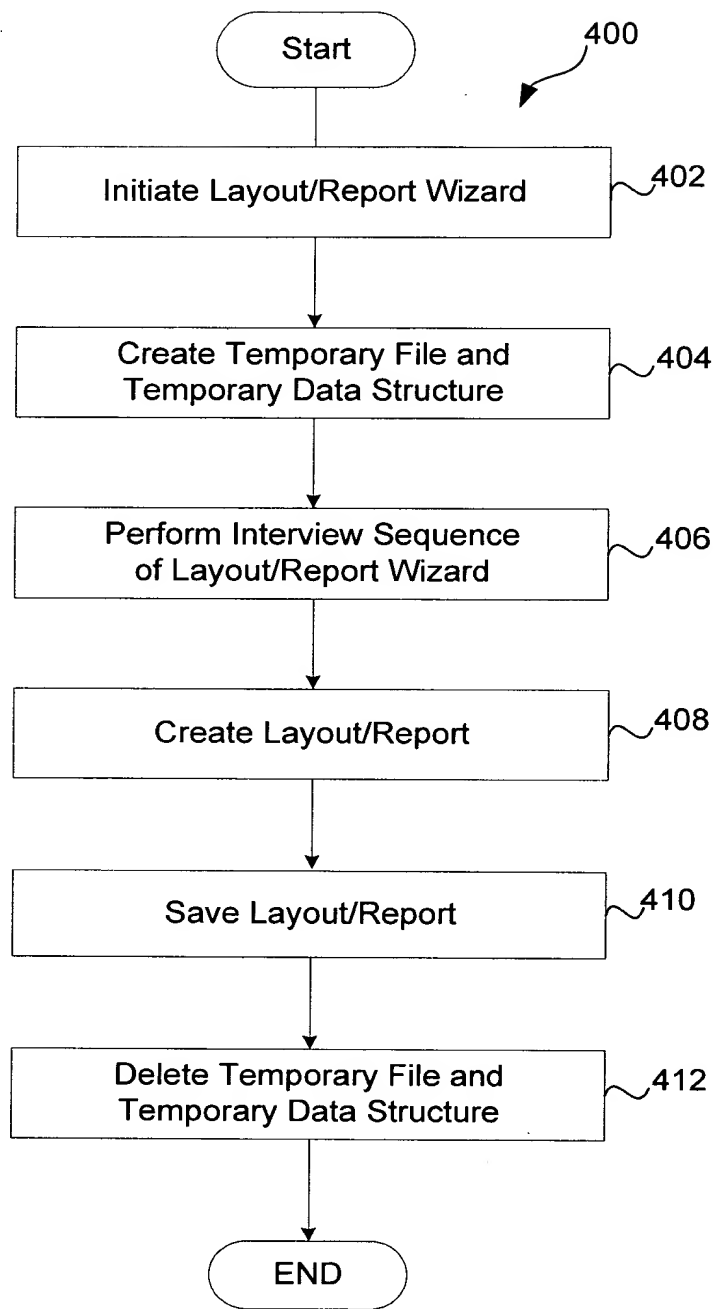
**Asset Depreciation Report**

100 Layout

**Fig. 3**

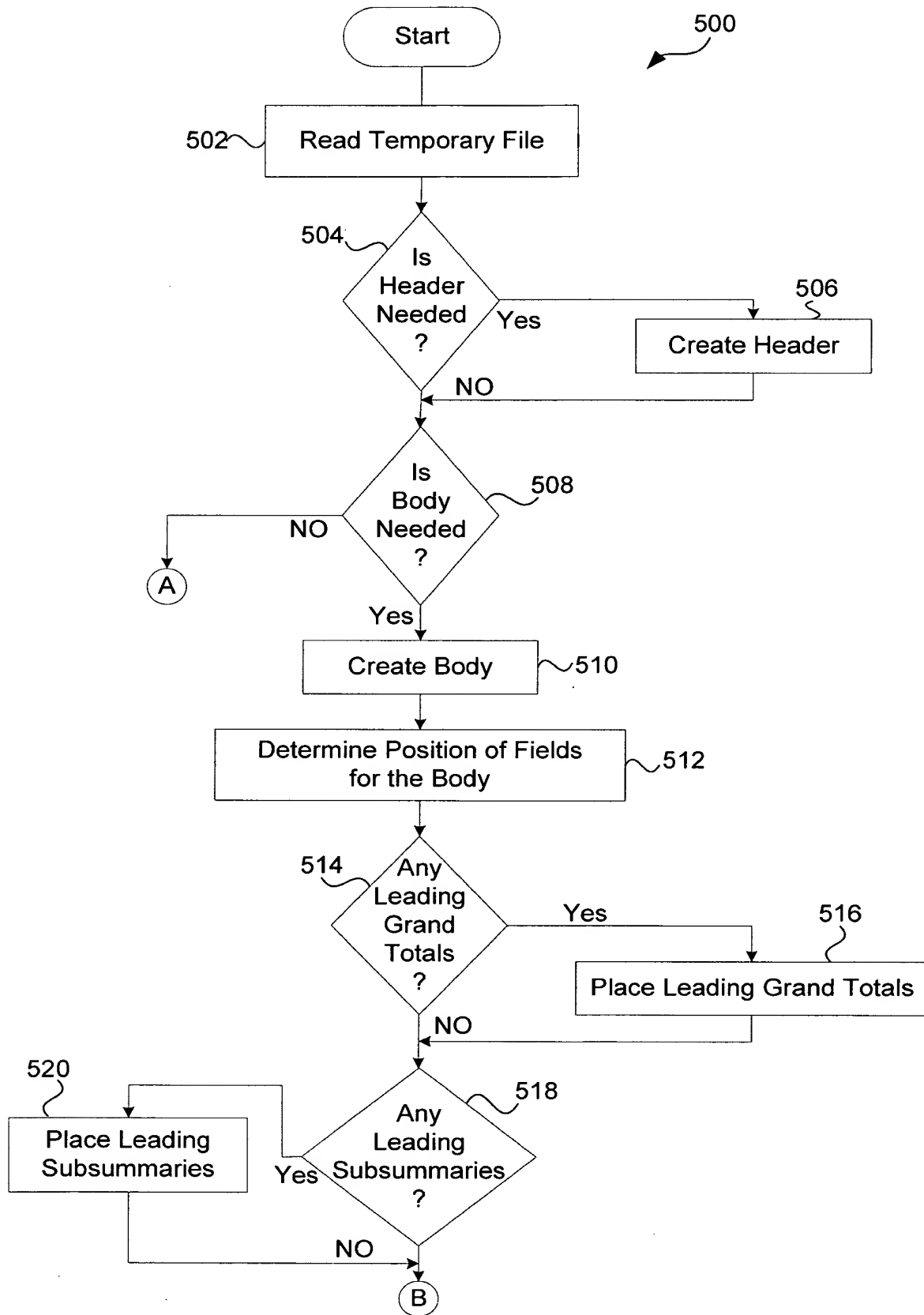


# Replacement Sheet



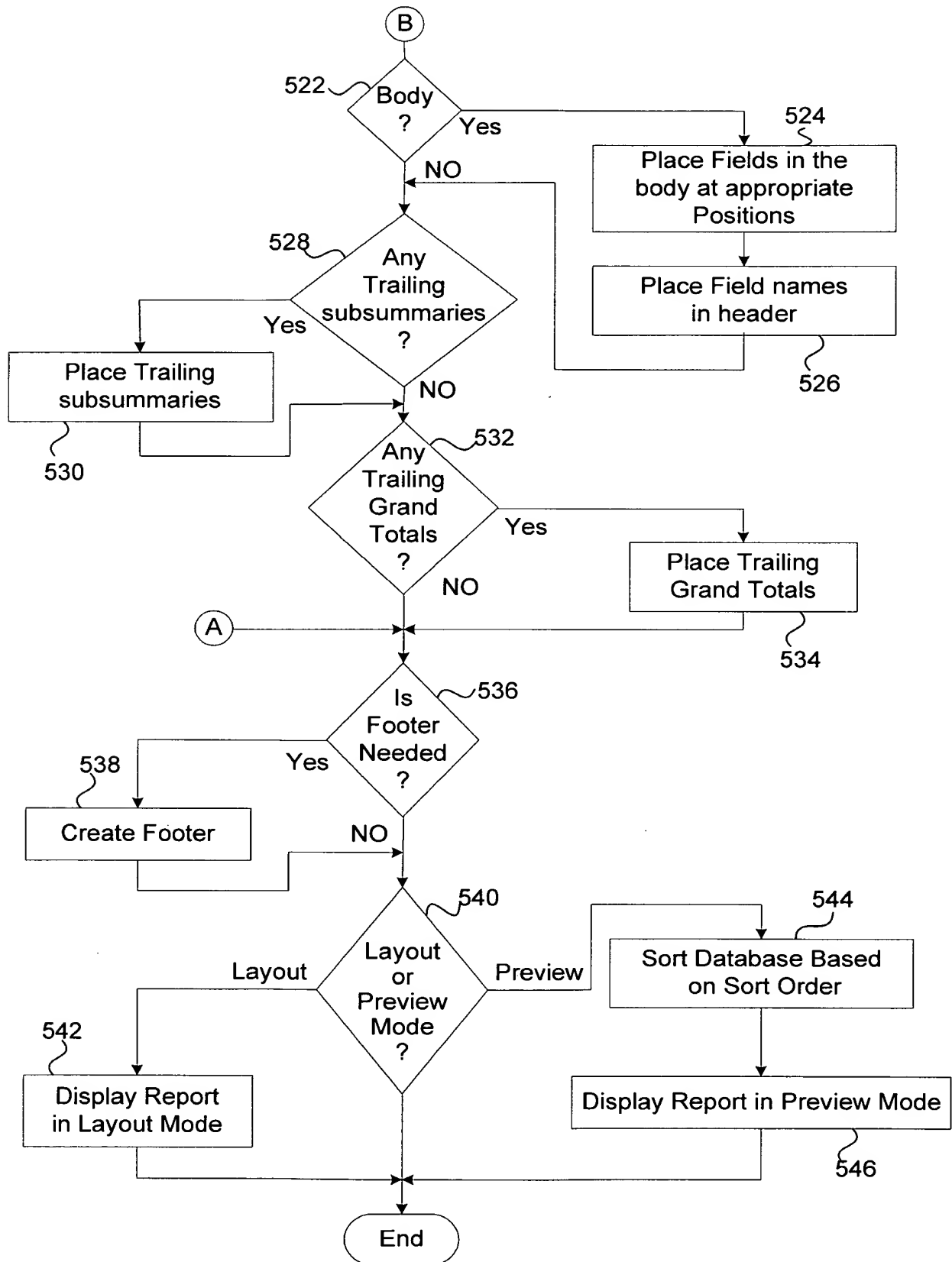
**Fig. 4**

# Replacement Sheet

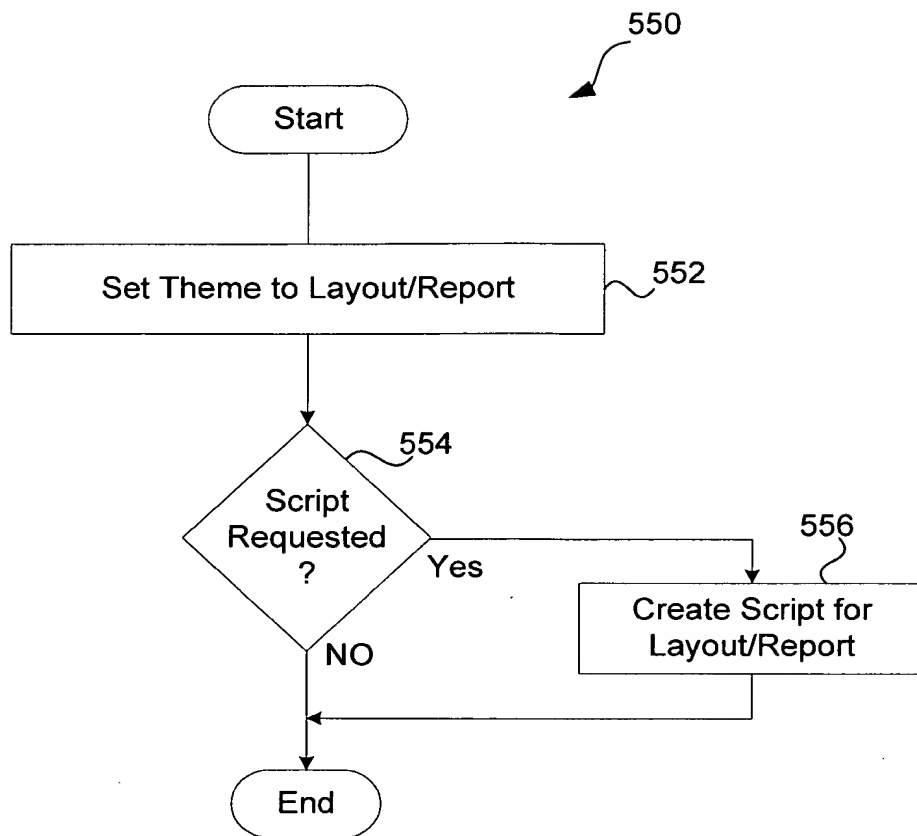


**Fig. 5A**

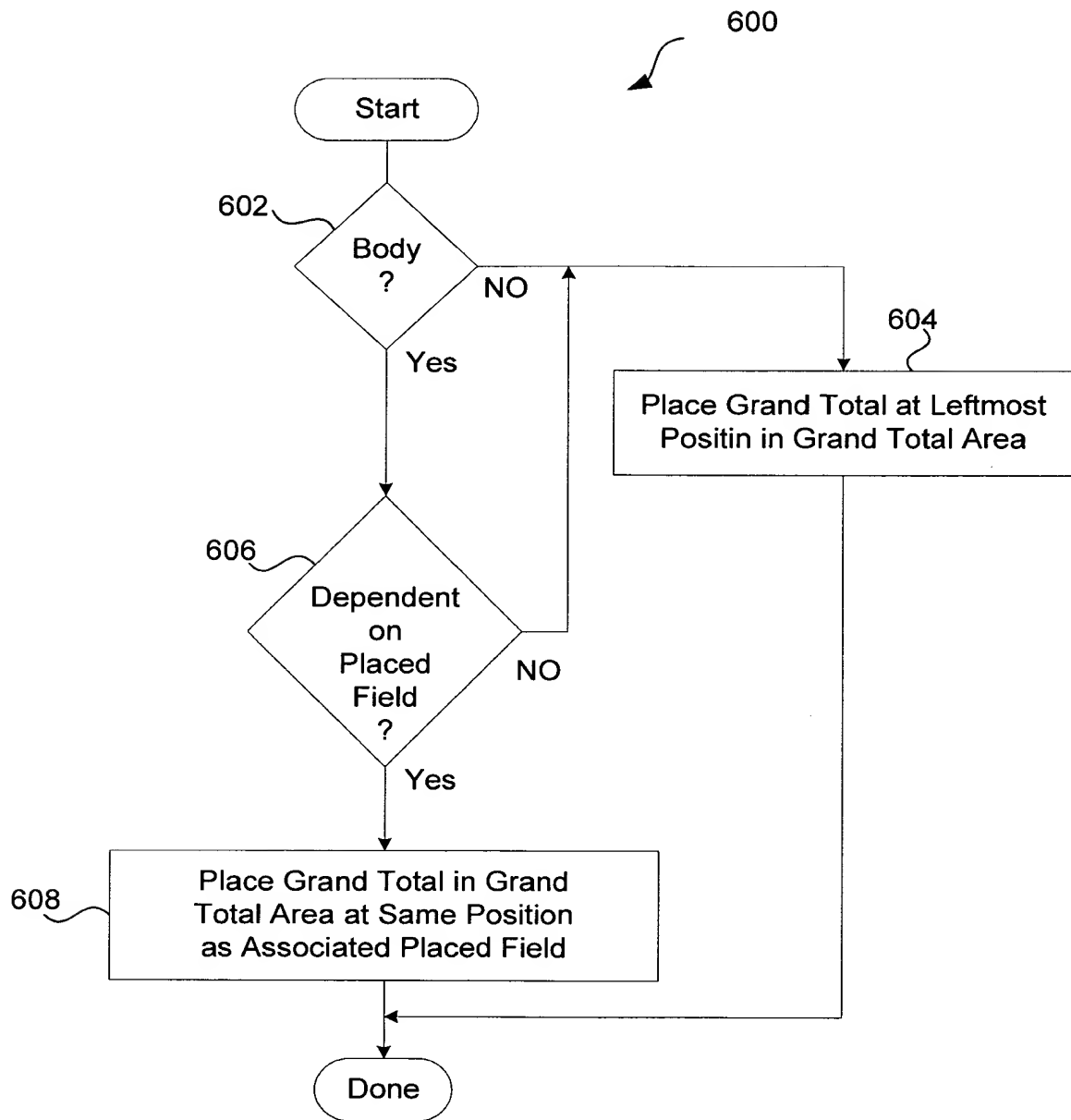
# Replacement Sheet



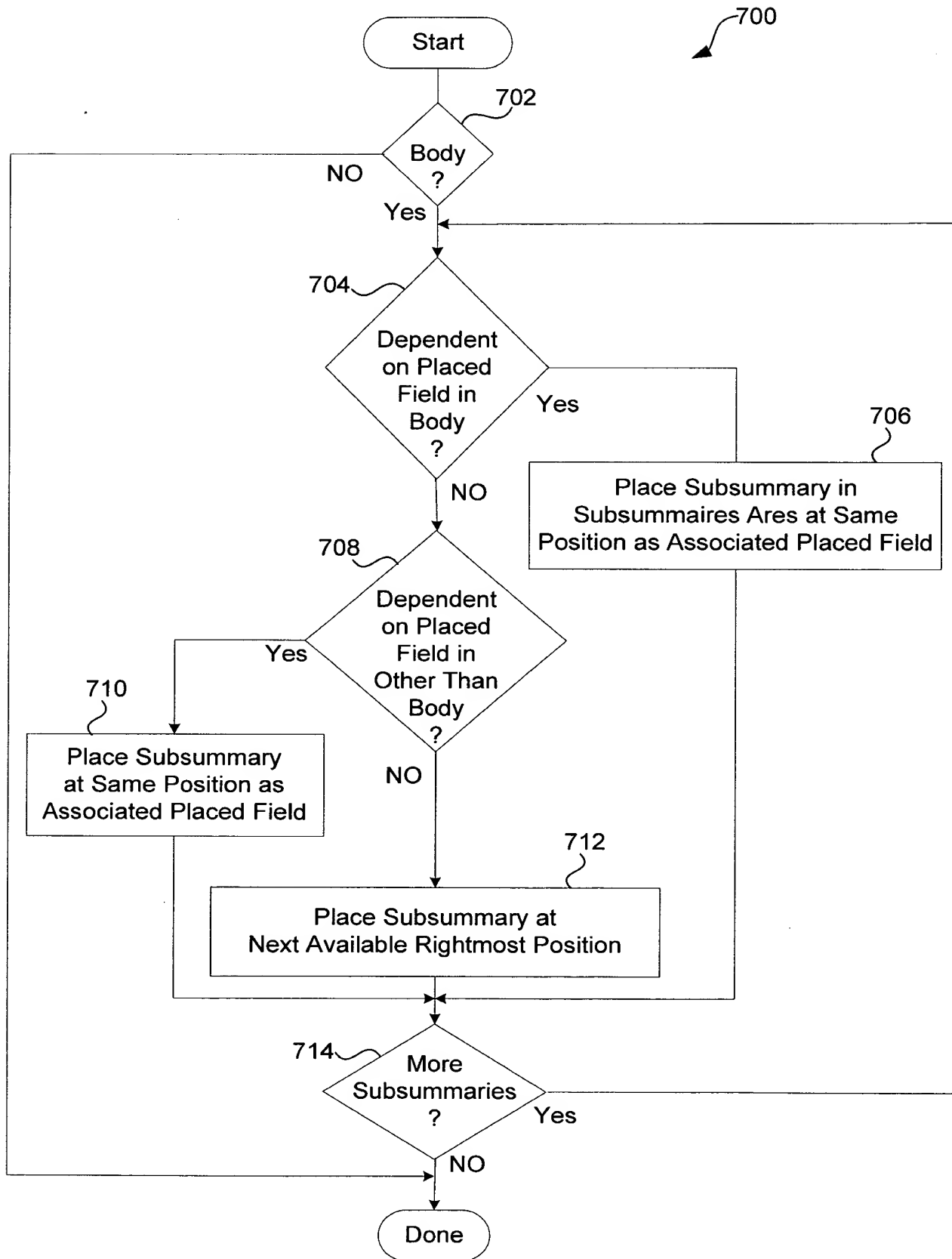
**Fig. 5B**



**Fig. 5C**



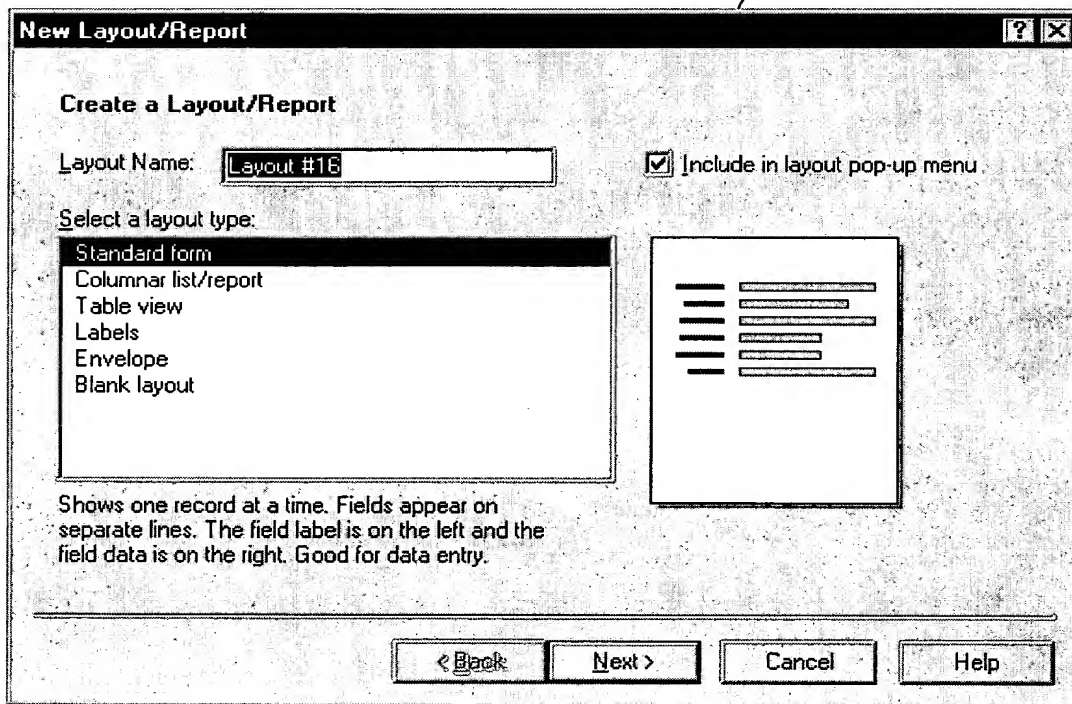
**Fig. 6**



**Fig. 7**



800



**New Layout/Report**

**Create a Layout/Report**

Layout Name:  ☒ Include in layout pop-up menu

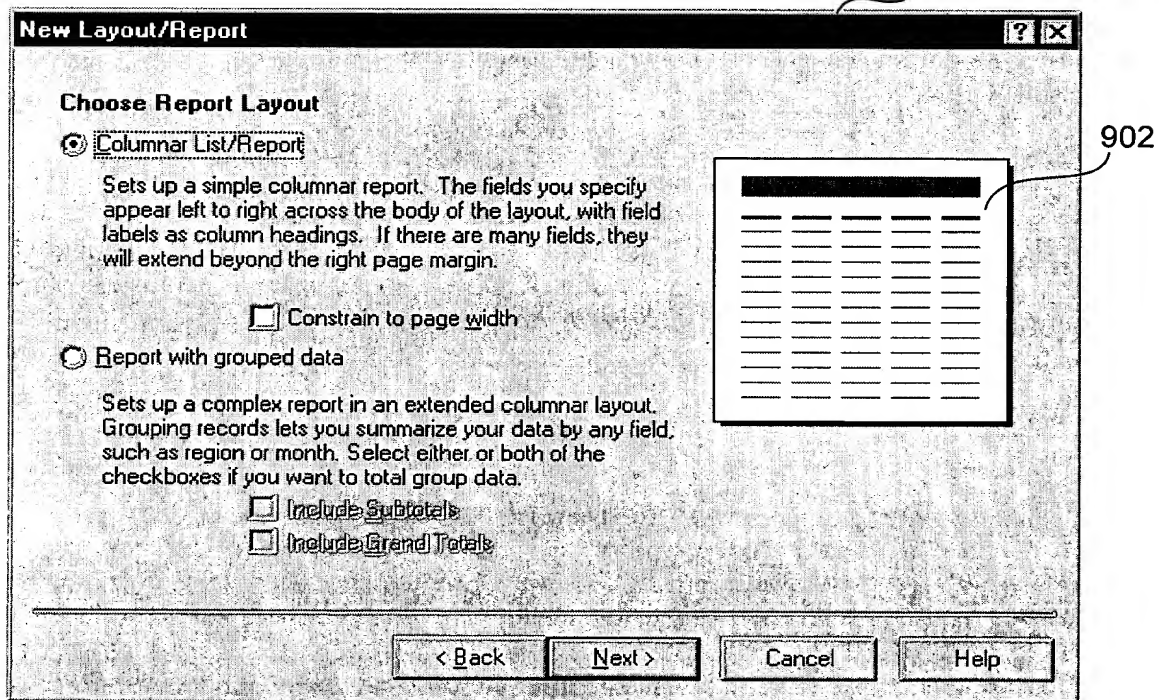
Select a layout type:

- Standard form
- Columnar list/report
- Table view
- Labels
- Envelope
- Blank layout

Shows one record at a time. Fields appear on separate lines. The field label is on the left and the field data is on the right. Good for data entry.

**Fig. 8**

900



**New Layout/Report**

**Choose Report Layout**

☒ **Columnar List/Report**

Sets up a simple columnar report. The fields you specify appear left to right across the body of the layout, with field labels as column headings. If there are many fields, they will extend beyond the right page margin.

☐ Constrain to page width

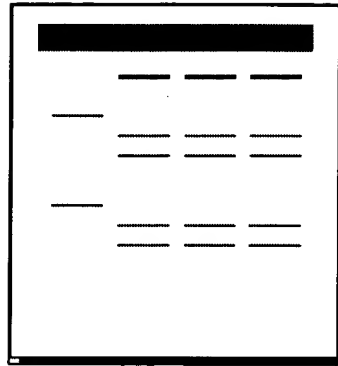
☐ **Report with grouped data**

Sets up a complex report in an extended columnar layout. Grouping records lets you summarize your data by any field, such as region or month. Select either or both of the checkboxes if you want to total group data.

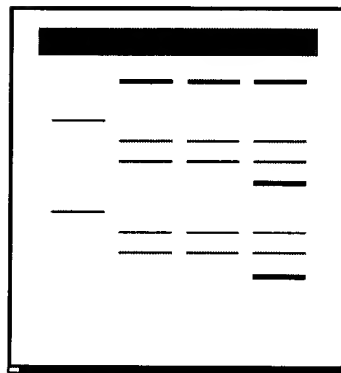
☐ Include Subtotals

☐ Include Grand Totals

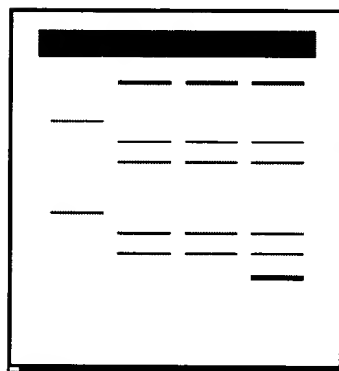
**Fig. 9**



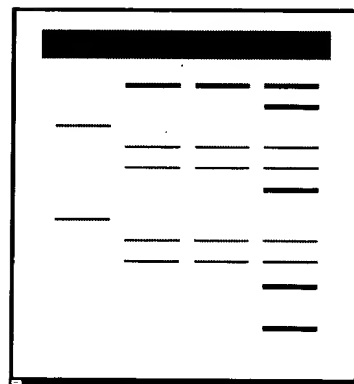
**Fig. 10A**



**Fig. 10B**



**Fig. 10C**



**Fig. 10D**

## Replacement Sheet

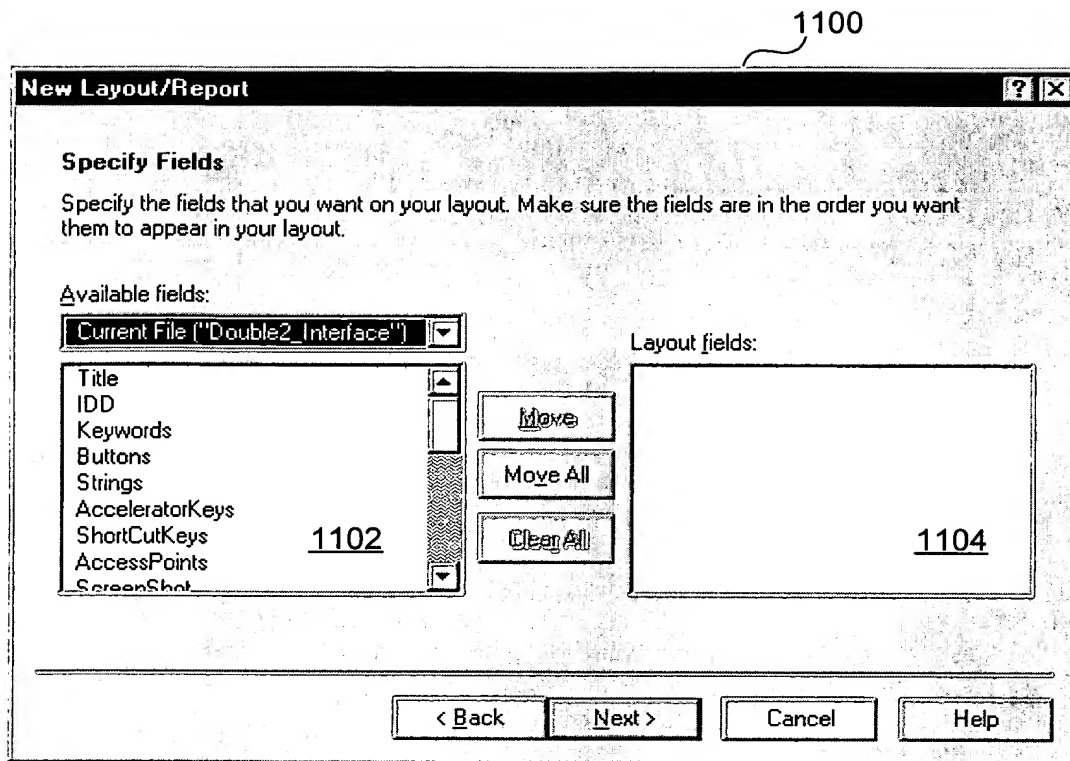


Fig. 11

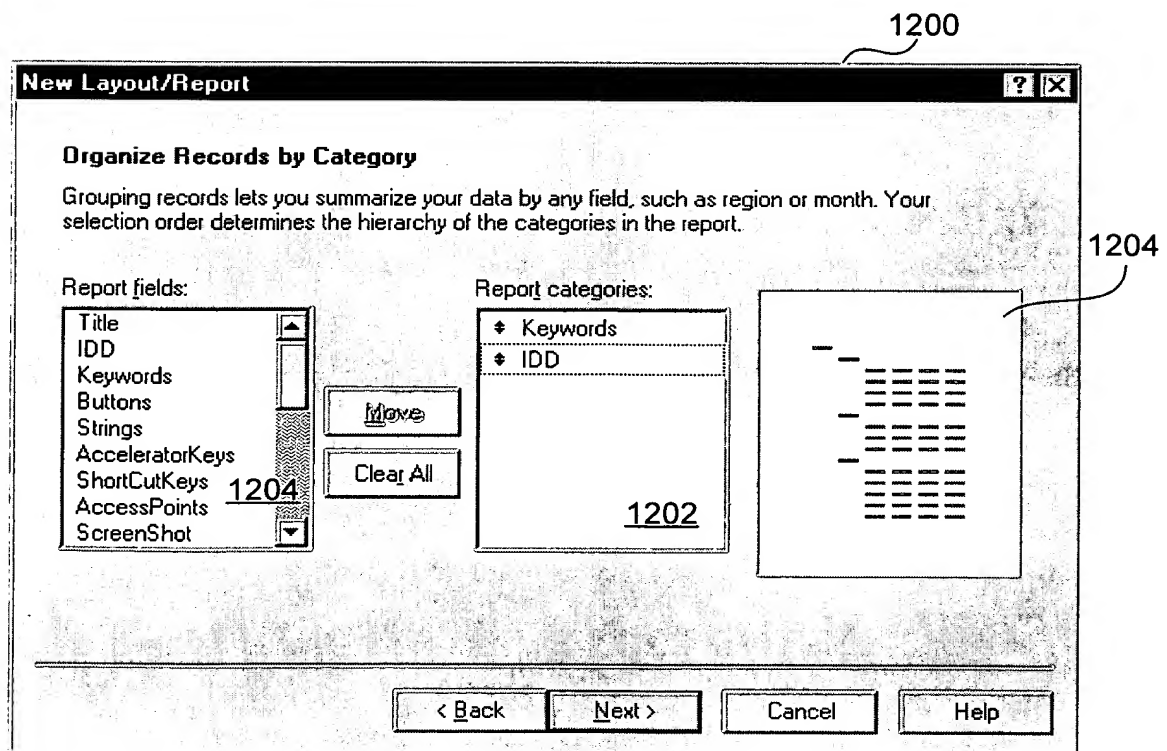
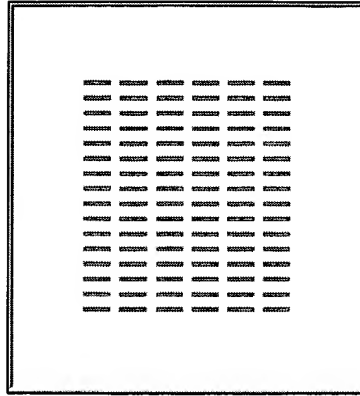
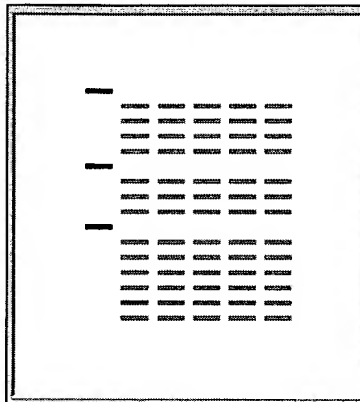


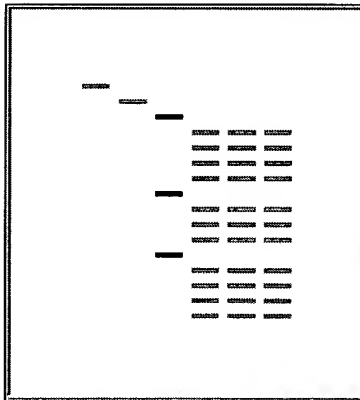
Fig. 12



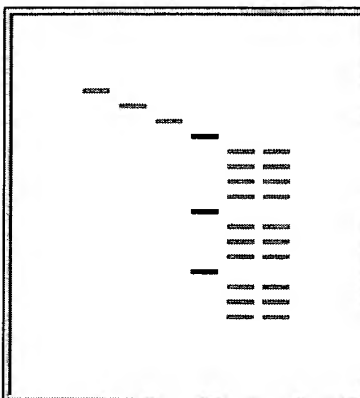
**Fig. 13A**



**Fig. 13B**



**Fig. 13C**



**Fig. 13D**

# Replacement Sheet

1400

**New Layout/Report** [?] [X]

**Sort Records**

Your report will be sorted first by the categories you have chosen. Specify any additional fields you want records sorted by.

Report fields:

- Meal Selection
- Beverage
- Main Course
- Side Dish
- Dessert\_Coffee
- Starter Copy
- main course count

Sort order:

- Meal Selection
- Beverage

☒ Ascending order  
☐ Descending order  
☐ Custom order based on value list: <unknown>

< Back   Next >   Cancel   Help

**Fig. 14**

1500

**New Layout/Report** [?] [X]

**Specify Subtotals**

Select (or create) summary fields for each field you want to summarize. You can display subtotals above and/or below the groups of summarized records. After you make each set of choices, click Add Subtotal. You can add more than one subtotal.

Summary fields: Create Summary Field...   Category to summarize by: Keywords   Subtotal placement: Below record group

Add Subtotal   Remove Subtotal

Subtotal(s)

total accelerators	Keywords	Below record group

< Back   Next >   Cancel   Help

**Fig. 15**

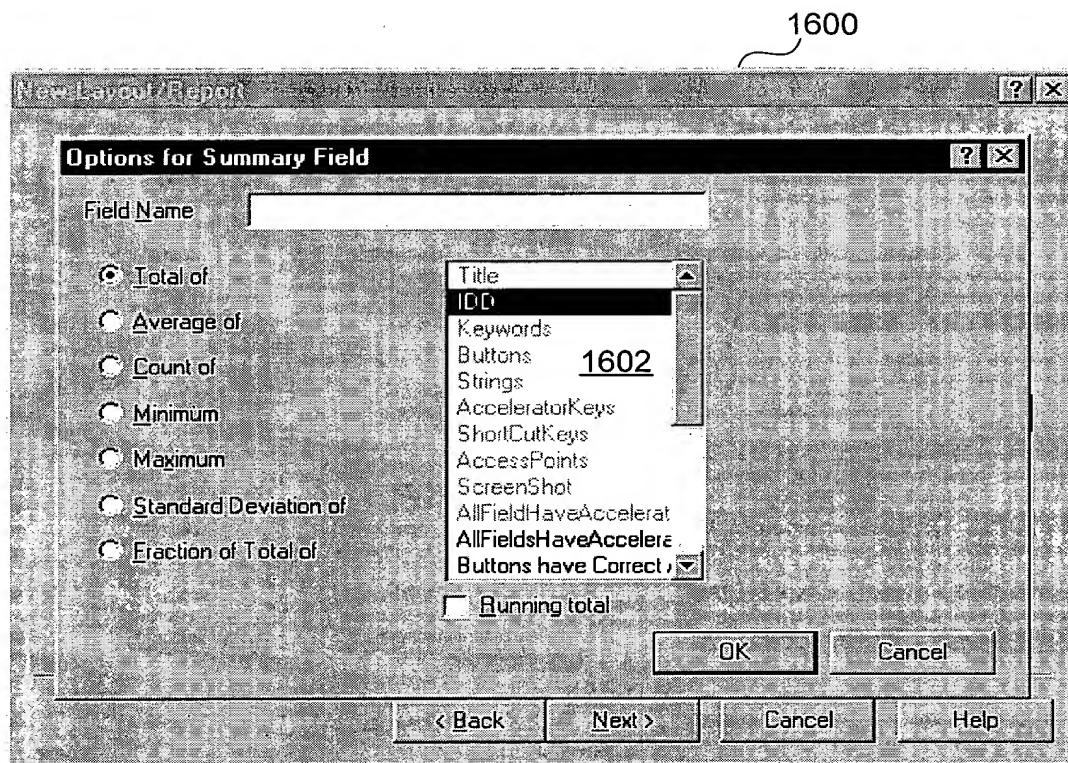


Fig. 16

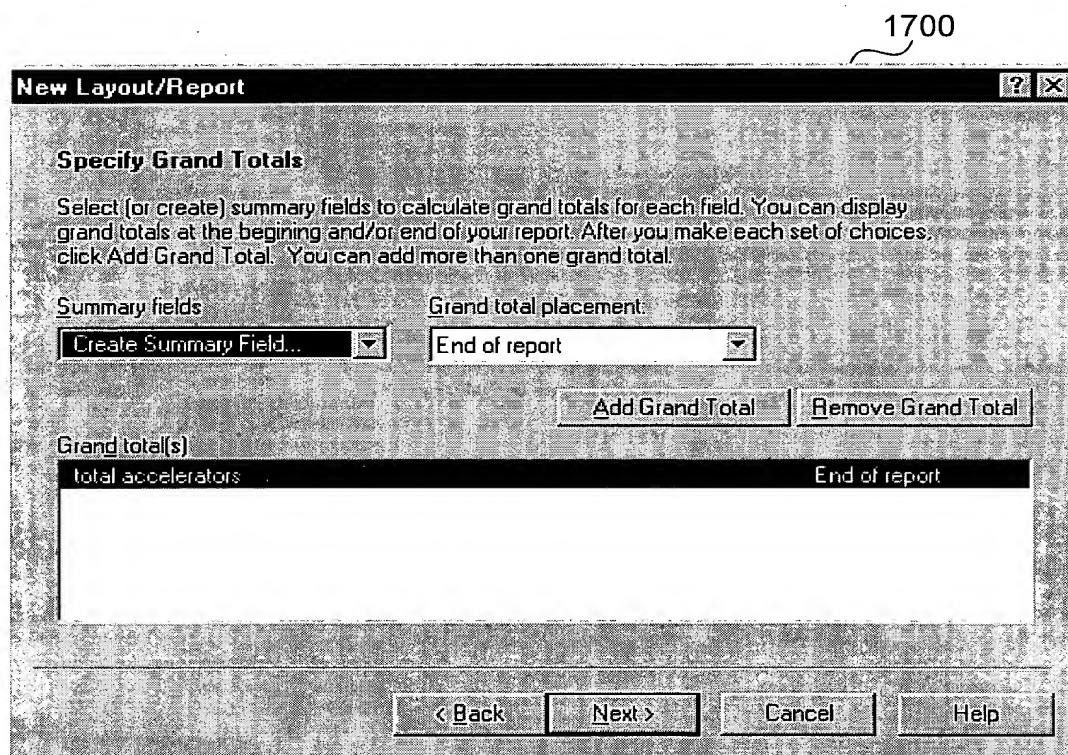
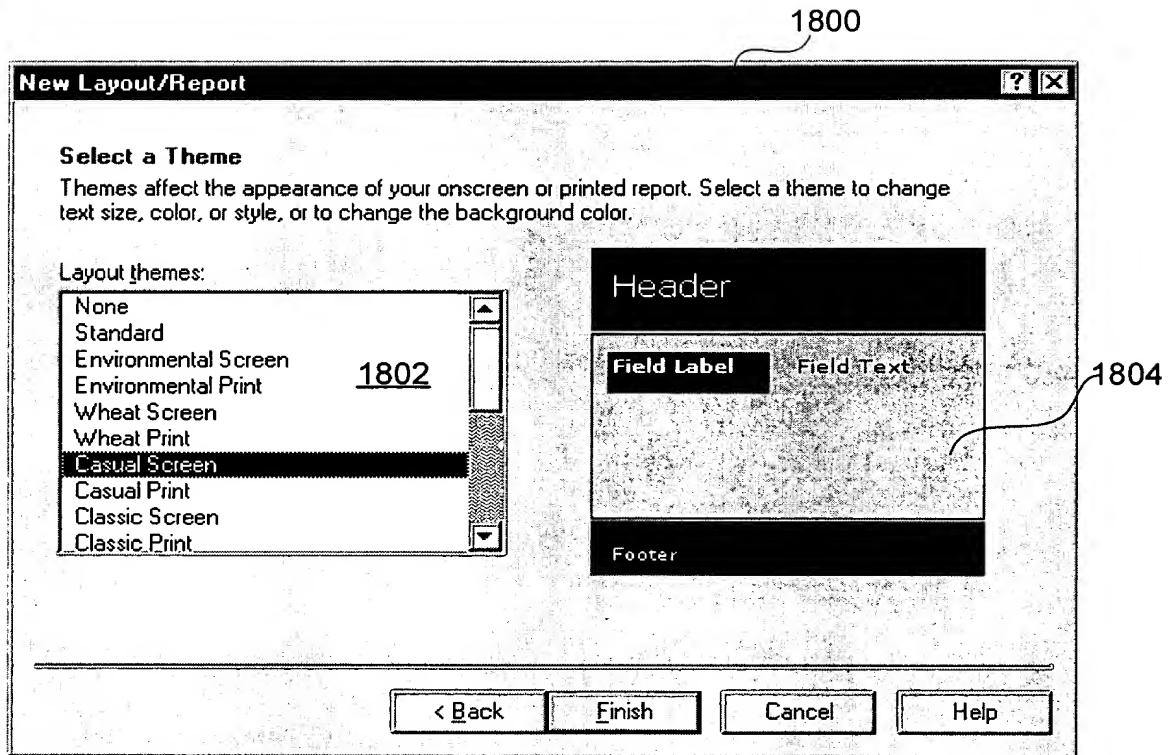


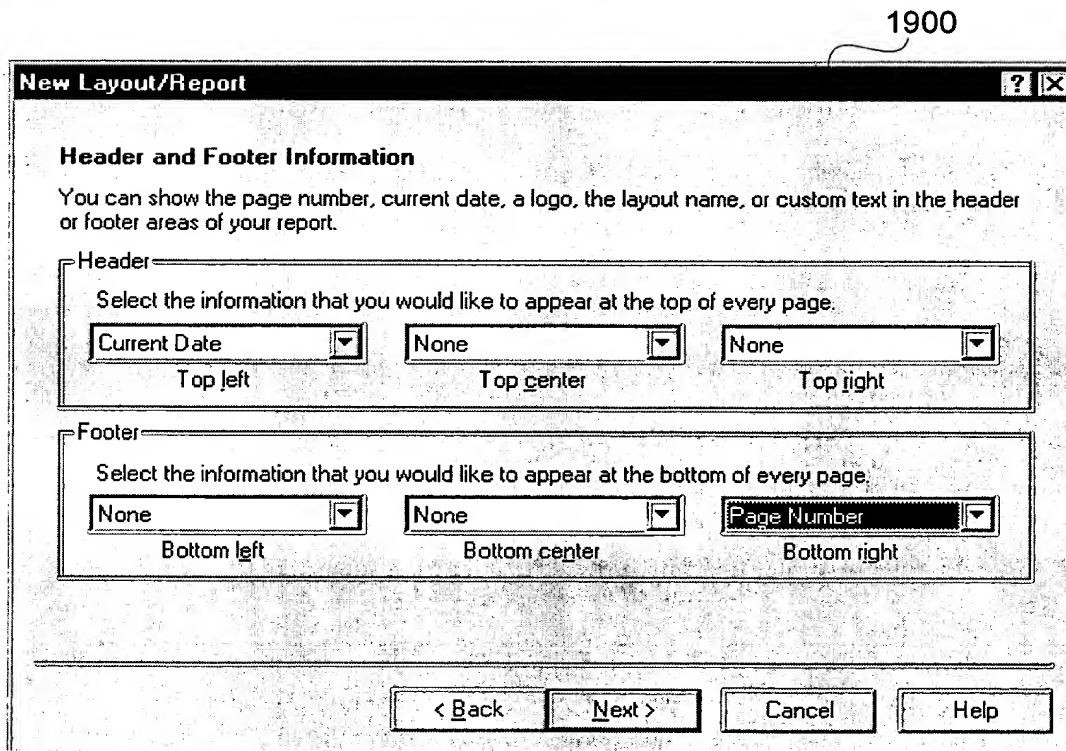
Fig. 17



## Replacement Sheet



### Fig. 18



### Fig. 19

2000

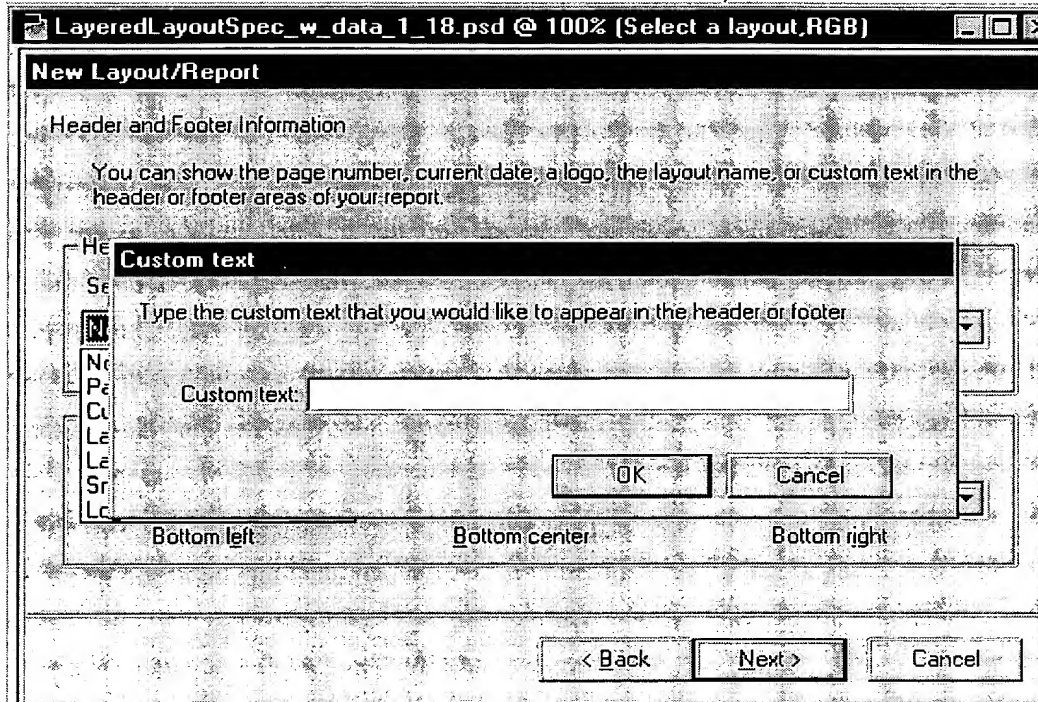


Fig. 20

2100

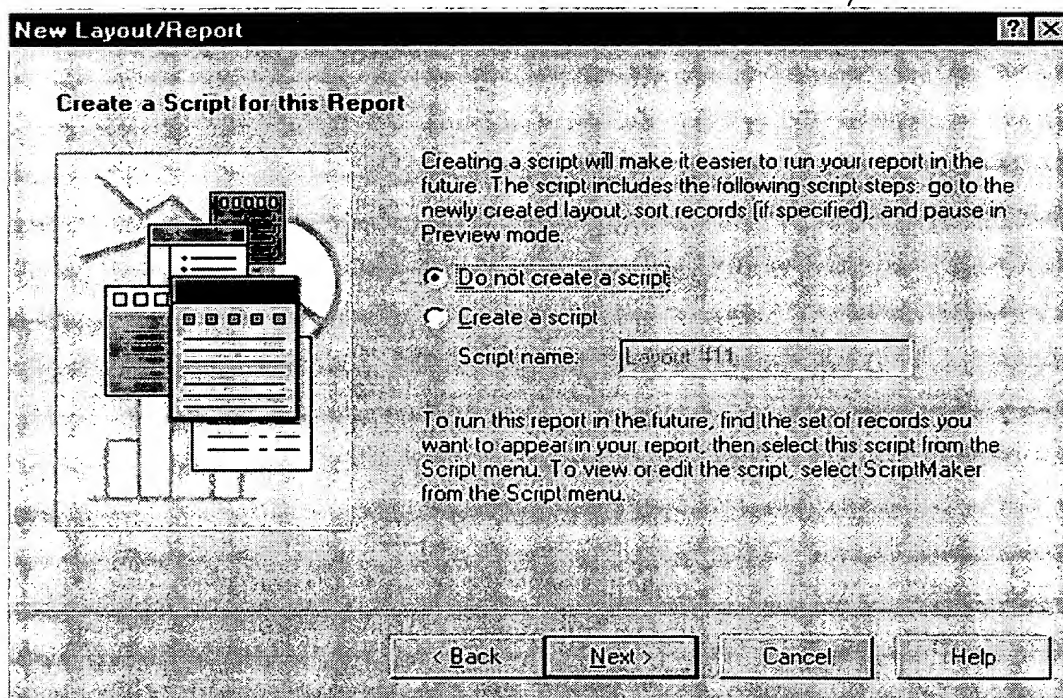
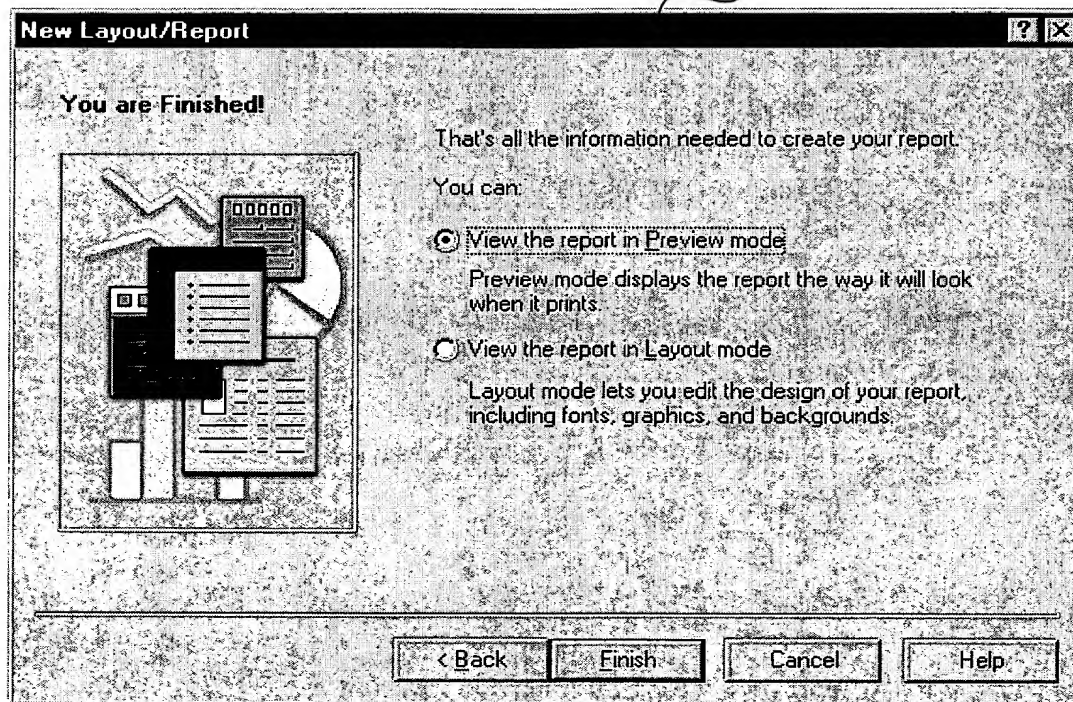


Fig. 21



**Fig. 22**

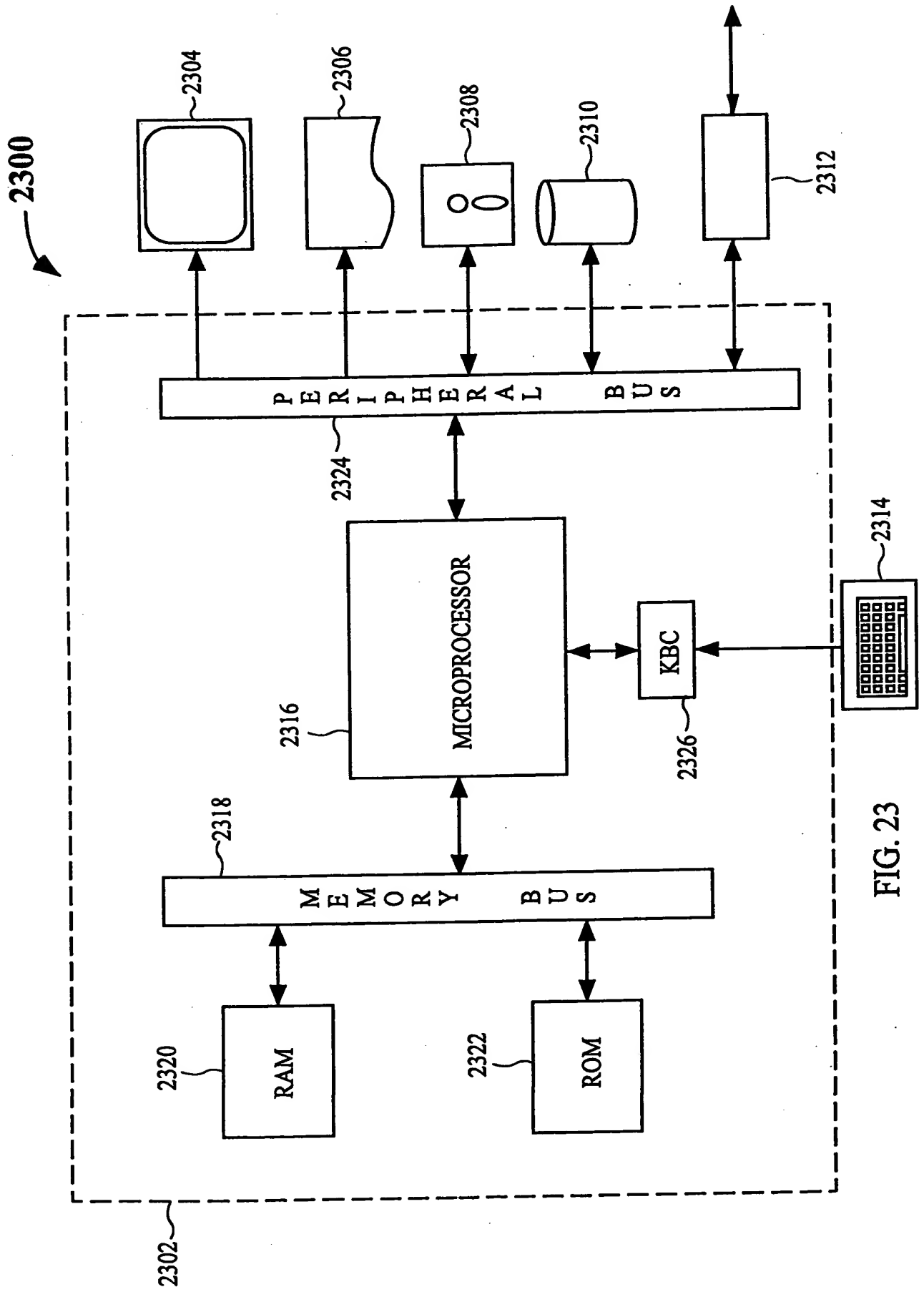


FIG. 23